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DD/I Notice
No.

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15 April 1966

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PUBLICATIONS OF THE DIRECTORATE OF INTELLIGENCE*

Reference: DD/I Notice 5-100-6
5 August 1964
Subject: Format for Publications of the
Directorate of Intelligence

1. The purposes of this Notice are to reduce the number of types of finished intelligence publications produced by the Directorate of Intelligence and to achieve greater uniformity in the formats of covers of such publications. To accomplish these purposes, certain categories of DDI publications will be discontinued,** and the names of the producing Offices will no longer appear on the covers of finished intelligence publications. This Notice becomes effective 1 May 1966 and supersedes the referenced Notice.

2. In addition to periodicals, the Directorate of Intelligence will produce three categories of finished intelligence publications: Intelligence Memorandum, Intelligence Report, and Intelligence Handbook. The producing Office will determine the appropriate category for each publication on the basis of the following definitions:

*For the purpose of this Notice, publications of the Directorate of Intelligence are defined as finished intelligence production which is reproduced in multiple copies for dissemination outside the Directorate. Finished intelligence is usually fully coordinated within the DDI and with other Directorates as appropriate. In the exceptional case when a publication reflects the views of a single component or individual, this will be noted in a foreword or in a footnote to the first page of text. (Information reports of the [redacted] publications of the [redacted] and the Foreign Documents Division, bibliographic materials and the like are not finished intelligence.)

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**This Notice eliminates the following categories of publications: Intelligence Briefs, Intelligence Studies, Intelligence Research Aids and Research Memoranda. DDI production formerly issued in these categories are to be published in one or the other of the three categories listed in paragraph 2 of this Notice.

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a. Intelligence Memorandum - A timely assessment relating to a policy problem or intelligence development of sufficient importance to warrant the attention of policy and action officers of the Government.

b. Intelligence Report - A detailed comprehensive study, usually less timely than a Memorandum, intended for use primarily by research and analysis officers. (A Report may provide important inputs and background material for a more timely, policy-oriented Intelligence Memorandum.)

c. Intelligence Handbook - A compendium of factual information intended as a reference aid to policy and action officers as well as research and analysis officers.*

3. The name of the issuing Office will no longer appear on the covers of the three types of publications listed in paragraph 2 above and such periodicals as the Current Intelligence Digest and the Current Intelligence Weekly. The covers of these publications will bear the imprint DIRECTORATE OF INTELLIGENCE. The producing Office will be identified in a foreword or in a footnote on the first page of text.

4. The design and information content of the covers of DDI and other CIA publications are scheduled to be reviewed and revised in the next few months after discussions with consultants. Except for the change described above, no other changes will be made in the covers of DDI publications until the Agency-wide study is completed.

R. J. SMITH
Deputy Director for Intelligence

*Reference Aids will continue to be produced. In contrast with Intelligence Handbooks which are finished intelligence, Reference Aids are compilations of unevaluated or partially evaluated information produced primarily for the use of intelligence analysts.

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